

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

VN 200 8200.4A

03/01/01

## AVIATION SYSTEM STANDARDS FLIGHT INSPECTION OPERATIONS

### **SUBJ: Identification of Documents Providing Technical Guidance**

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1. **PURPOSE.** This order establishes criteria for publishing documents providing technical guidance pertinent to Flight Inspection Operations, to be issued using a controlled numbering system.
2. **DISTRIBUTION.** This order is distributed to the branch level in the Flight Inspection Operations Division of Aviation System Standards.
3. **PROCEDURE.** Each branch will issue technical guidance respective to its functional area of responsibility. Numbering on all memorandums will be controlled in the Flight Inspection Operations Division, AVN-200, as follows:

**AVN-200- (Applicable FY) - 001 thru 150 – OPR – AVN-210**  
- 151 thru 299 – OPR – AVN-220  
- 300 thru 399 – OPR – AVN-230  
- 500 thru 599 – OPR – AVN-250  
- 701 thru 999 – OPR – AVN-200

All documents will be numbered using this sequential order and can be used to provide quick reference to the originating branch and subject. Only documents with this AVN-200 numbering system will contain technical guidance that is not otherwise contained in an active directive. All other documents will be invalid.

4. **RESPONSIBILITIES.** The Flight Inspection Policy and Standards Branch, AVN-230, will be the office of primary responsibility (OPR) for the *administrative management of the program*. Responsibility for recognizing the time to cancel a numbered memorandum and informing the AVN-200 Editorial Staff to do so will be the responsibility of the OPR for the numbered memorandum, as listed in Paragraph 3 above.

5. **GUIDELINES.** All memorandums describing technical guidance will be sent by the respective branch manager to the AVN-200 Editorial Staff, along with a briefing memorandum to explain the reason for issuing the numbered memorandum. The Editorial Staff will establish and maintain a case file for each numbered memorandum, to be filed with the order to which it applies. The memorandum will be forwarded to the Manager, Flight Inspection Operations Division, AVN-200, for approval prior to numbering and issue. Subsequent to approval, numbering, and issue, memorandums will be posted on the Aircrew Information File (AIF), as well as the AVN-200 web site:

<http://www.mmac.jccbi.gov/avn/home/fioo/fio/index.html>

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